



Webmail - Staff

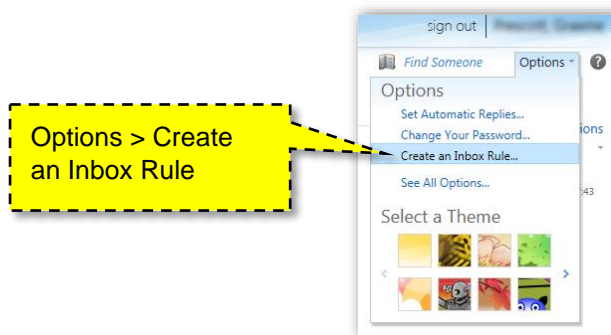
Forward Messages to Another Account

You can use Inbox rules to automatically forward or redirect messages sent to your mailbox to another account.

! **NOTE:** *This information applies to the standard version of Outlook Web App. The feature that's described isn't available in the Outlook Web App Light.*

How do I automatically redirect all messages to another account?

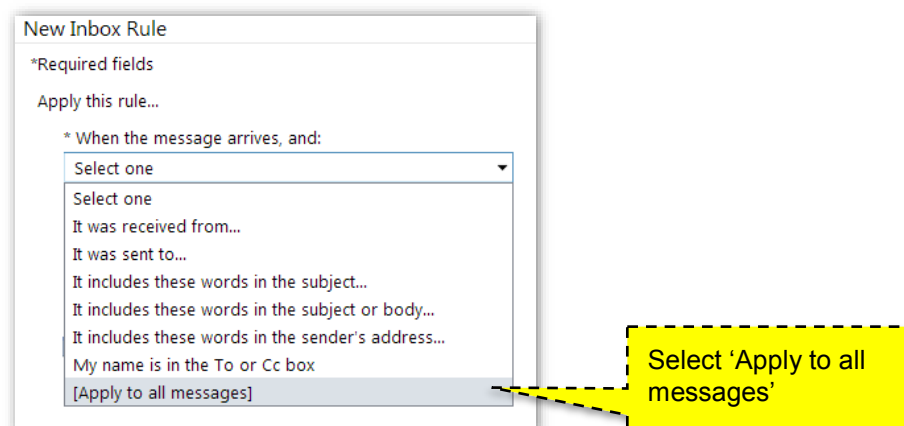
1. After you sign in to Outlook Web App, click **Options > Create an Inbox Rule**.



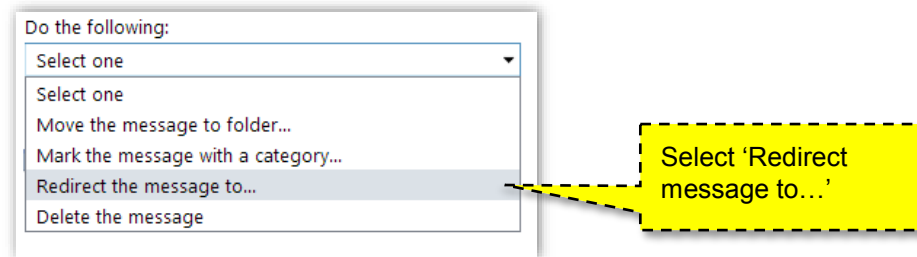
2. On the Inbox Rules tab, click **'New'**.



3. Under **'When the message arrives'**, select **'Apply to all messages'**.



4. Under **'Do the following'**, select **'Redirect the message to'**.



5. Select the address you want your mail sent to by double-clicking on it in the address book view. If the address you want to redirect to doesn't appear, you can enter the email address in the 'To' field.
6. Click **'OK'** to save your selections and return to the new rule window.
7. Click **'Save'** to save your rule and return to the Inbox Rules tab.

What else do I need to know?

Messages that are redirected will appear to come from the original sender. When you reply to a message that has been redirected, the reply will be sent to the original sender.

Messages that are forwarded will appear to be forwarded from you. When you reply to a message that has been forwarded, the reply will be sent to the address the message was forwarded from, not to the original sender.

A copy of messages that you redirect or forward will remain in your mailbox. If you add an action to delete the message, the message will go to your Deleted Items folder and will still be counted against your mailbox limit. If you exceed your mailbox limit, you may be blocked from sending or receiving new messages and forwarding rules may not work until you delete enough messages to bring the total below your mailbox limit.

When you create a forwarding rule, you can add more than one forwarding address. The number of addresses you can forward to may be limited, depending on the settings for your account. If you add more addresses than are allowed, your forwarding rule will not work. If you create a forwarding rule with more than one address, test it to ensure that it works.